

HUMAN RESOURCES POLICY
Fauquier County, Virginia

Policy Title: Administrative Leave
Section No.: 2-A

Effective Date: 6/18/01
Supersedes Policy: 2/2/99

I. PURPOSE

It is the objective of the Board of Supervisors to provide employees with paid administrative leave at the discretion of the employees' supervisory authority and the County Administrator.

II. SCOPE

This policy applies to all permanent full-time and permanent part-time employees.

III. DEFINITIONS

Administrative Leave

Administrative leave is defined as any paid leave, not otherwise classified under Fauquier County leave policies, which is authorized by an employee's supervisor, or designee, subject to the approval of the County Administrator, or designee.

Any paid leave authorized by the Board of Supervisors that is not otherwise classified under Fauquier County leave policies is defined as administrative leave.

IV. PROCEDURES

Uses Of Administrative Leave

Examples of instances for which administrative leave may be used include, but are not limited to:

1. during the investigation of an alleged improper act by an employee which may result in formal disciplinary action;
2. when the retention of an employee on an active duty status may be detrimental to the interests of the County or injurious to the employee, his/her fellow workers, or the general public;

(Unless a situation arises of such a nature that immediate action must be taken, supervisors shall confer with the Human Resources Director, or designee, prior to placing an employee on administrative leave as

referenced in sections A1 and A2 above.)

3. during a breakdown of essential facility services such as heating, air conditioning, water or other problems wherein facilities must be closed and an employee is released early from work or not required to report to work;
4. during a period of equipment breakdown such that it is impossible for the employee to complete assigned tasks.